

REQUEST FOR PROPOSALS

FINANCIAL ADVISOR SERVICES FOR THE EAST COVENTRY TOWNSHIP NORTHERN SERVICE AREA PHASE II SEWER SYSTEM

East Coventry Township Board of Supervisors

Robert F. Preston, Chairman

W. Atlee Rinehart, Vice-Chairman

Jay Doering, Member

Timothy Roland, Member

Rosemarie Miller, Member

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East Coventry Township

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PUBLIC NOTICE

East Coventry Township hereby seeks proposals for Financial Advisor services for the proposed \$5,500,000 Northern Service Area Phase II Sewer Project. The Request for Proposal may be viewed at www.eastcoventry-pa.gov. Proposals are due February 10, 2006 to Casey LaLonde, Township Manager, 855 Ellis Woods Road, Pottstown, PA 19465.

REQUEST FOR PROPOSALS

Financial Advisor Services for the East Coventry Township Northern Service Area Phase II Sewer System

SECTION 1 INTRODUCTION

1.1 General

- A. The East Coventry Township Board of Supervisors hereby requests proposals from qualified firms to provide financial advisor services to the Township regarding financing of the proposed Northern Service Area Phase II Sewer System.
- B. There is no expressed or implied obligation for the Township to reimburse responding firms for any expenses incurred in preparing and submitting proposals in response to this RFP.
- C. Proposals are due by 4:00 PM, Friday, February 10, 2006. Six (6) copies of the proposal shall be submitted to the attention of Casey LaLonde, Township Manager. The Township reserves the right to reject any and all proposals submitted.
- D. During proposal preparation, all questions shall be submitted in writing to the attention of Casey LaLonde, Township Manager.
- E. Due to a conflict of interest, bids submitted by firms who are currently retained by, or who may potentially be retained by any bank or lending institution that may do business with the Township shall not be considered.
- F. It is anticipated the selection of a firm will be completed by Monday, March 6, 2006, with a Professional Services Agreement submitted by the selected firm and executed by the selected firm and Township by Monday, March 20, 2006.

1.2 Background

Due to increased residential and commercial development in the Township, a public sewer system was installed in 2004 and is currently operating as the Northern Service Area Phase I Sewer System. The Phase I Sewer System was paid for by a residential housing development consortium to service approximately 800 new homes.

The Township's engineering consultant is currently designing plans for an expansion of the existing system, the Northern Service Area Phase II Sewer System. The Phase II Sewer System shall service approximately 220 existing homes. Design is to be finalized in the next six to eight months, with construction to follow immediately. The Phase II Sewer System construction estimate is currently \$5,500,000.

SECTION 2 SCOPE OF SERVICES

2.1 Project

A. Financial Advisor Services

The approved vendor shall provide financial advisor services to East Coventry Township focusing on the Northern Service Area Phase II Sewer System Project financing. The Township Board of Supervisors has established that it will seek project financing from the Pennsylvania Infrastructure Investment Authority (PennVest).

In addition, the Board of Supervisors requests that the approved vendor investigate financing from other lending sources, including bond pools such as the DelVal and Emaus loan programs. In addition, the vendor shall investigate the costs and procedures necessary to procure a stand-alone project bond issuance for this project.

SECTION 3 PROPOSAL REQUIREMENTS

3.1 General

To be considered for this project, the proposal must include the following items, each of which are described in further detail below.

- A. Project Understanding
- B. Project Organization Chart
- C. Resumes of Assigned Personnel
- D. Professional / Client References
- E. Compensation
- F. Draft Professional Services Agreement

3.2 Project Understanding

A narrative must be included to demonstrate the selected firm's understanding of the services to be rendered, the schedule, and the approach.

3.3 Project Organization Chart

An organization chart specific to the project must be included, and must indicate all personnel that will be assigned to the project. For the selected firm, the individuals

actually working on the project shall not differ, unless authorized in writing by the Township, from the individuals listed on the organization chart.

3.4 Resumes of Assigned Personnel

Resumes of the assigned personnel, as listed in the organization chart, must be included in the proposal.

3.5 Compensation

- A. The proposal must contain pricing for professional services as described in the Scope of Services in Section 2. Said pricing shall be provided in a fee not to exceed, or maximum price, format, and shall include all time and expenses necessary to complete Scope items.
- B. The proposal must also contain a schedule of hourly rates and charges for professional services, for any services beyond the Scope of this RFP requested by the Township and rendered by the selected firm.

3.6 Draft Professional Services Agreement

- A. The proposal must contain a draft Professional Services Agreement (“PSA”) that would potentially be executed by the selected firm and Township. The draft PSA shall include a Scope of Services section that references the Scope of Services as contained in Section 2. The draft PSA shall also include Schedule and Compensation sections, terms and conditions.
- B. The Compensation section of the draft PSA should include signature lines for the proposal.

SECTION 4 NOTICE TO BIDDERS AND EVALUATION PROCEDURES

4.1 Informality of Proposals and Acceptance, Rejection or Selection of Items

The Board of Supervisors expressly reserves the right to reject any and/or all proposals, to waive any informalities or irregularities in the proposals received, and to accept that proposal which is in the best interest of the Township.

4.2 Evaluation and Selection Process

Evaluation of the proposal will be based on the comprehensive proposal, including but not limited to, project understanding, qualifications of assigned personnel, cost, and content of draft PSA. During the evaluation process, the Township reserves the right to request additional information or clarifications for each proposal received, or to allow corrections of clerical errors or omissions. At the discretion of the Township, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

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